



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Office of the Principal

Date:-23-11-2020

CIRCULAR

The internal examination cell is constituted for the academic year 2020- 2021 with the following members:

1.	Chairperson	Dr.D.V. Giddaiah (Principal & Prof of Ophthalmology)
2.	Chief Co-ordinator	Dr. Saila Kumari (Prof of Anatomy)
3.	Members	Dr. Durga Prasad (Prof & HOD of Biochemistry)
4.		Dr. S. Sreedevi (Prof & HOD of Microbiology)
5.		Dr. Mushtaq Pasha (Prof & HOD of Community Medicine)
6.		Dr. Venugopal Sarma (Prof & HOD of Paediatrics)
7.	Non-teaching staff	G. Naga Pratap Reddy
8.		K. Ramanjaneyulu
9.		Haribabu

The function of IEC include:

- Oversee the time tables for internal assessment examinations
- Make sitting arrangements for conduct of examinations and display them on the Student Notice Board.
- Make policies for holding of various examinations
- The cell will forward circulars related to the internal examination dates, as well as University Guidelines, Office Orders, Notifications.

Copy to:


PRINCIPAL
Santhiram Medical College
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NH-40, NANDYAL-518501, Nandyal Dt. A.P.



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MINUTES OF THE MEETING OF IEC held on 6-12-2020 with

Dr.D.V. Giddaiah as Chairperson

1. The Chairman and Co-ordinator discussed the schedule of examination as announced in the University academic calendar (Regular and supplementary examination- UG and PG)
2. The institutional policies for smooth, flawless conduct of exam as per university guide lines were reviewed.
3. Co-ordinator highlighted how accountability of the Chief Superintendent, invigilator/ Observer was primary requisite for the conduct of theory examination.
4. IT department In-charge was instructed to check the internet access, uninterrupted net connectivity and speed.
5. Ministerial staff were given the instruction to place functional Clock that allows students to check the time during the exams.
6. All invigilators were requested to work with mutual cooperation, trust and maintain confidentiality regarding appointments of exam invigilation
7. The meeting ended with a high tea.


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